

**Minutes of the Meeting of the Board of the Irish Blood Transfusion Service held
on Thursday 21st June 2012 at 1.00pm in the Boardroom, National Blood
Centre, James's Street, Dublin 8.**

Present: Professor Anthony Staines, Chairperson
Ms. Jane O'Brien
Dr. Paolo Rebutta
Dr Lelia Thornton
Dr Conor McGrane

Apologies: Dr Hilary O'Leary
Mr Brian O'Mahony

Also in attendance: Mr. Andrew Kelly, Chief Executive
Dr. Ian Franklin, Medical & Scientific Director
Ms. Mirenda O'Donovan, Secretary to the Board

The Chairperson welcomed the EMT members who came to meet the new Chairperson and the Board members present. Members of the Board and the Executive introduced themselves.

1. Minutes of the meeting of the Board on Monday 21st May 2012.

The minutes of the meeting of the Board on Monday 21st May were approved without amendment.

2. Matters arising

Cost saving measures

An additional paper was submitted to the DOH regarding redeployment issues.

Pension Scheme

The Chairperson sought confirmation that the action agreed by the previous Board under item 6 was carried out. The CE confirmed that this was so.

3. Appointment of Board members to the Sub-Committees of the Board

It was noted that there are 4 sub-committees of the Board, however, at this time there were insufficient Board members appointed for this process to be completed. It was agreed that if additional Board members are appointed in the coming weeks, then the Chairperson would convene a meeting via teleconference to allow the Sub-Committees to be constituted.

Remuneration Committee

It was agreed not to appoint a Remuneration Committee at this time.

MAC

It was agreed to formally co-opt Dr N O'Connell, SJH to the MAC. This was proposed by Jane O'Brien and agreed by the Board. It was also agreed that Dr Lelia Thornton would act as Chairperson of the MAC for the July meeting. It was agreed that Dr Conor McGrane would join the MAC.

Audit & Compliance Committee

It was agreed to hold a meeting of the Board by teleconference if necessary to appoint this sub-committee, as the urgency of signing off on the Financial Statements and Accounts was noted. Jane O'Brien has agreed to continue to sit on the Audit & Compliance Committee.

Finance Committee

It was agreed to defer the appointment of members to this sub-committee, until the Board was complete. The Chairperson noted that he had written to the Minister seeking that further vacancies be filled by persons with appropriate financial, audit, business and pharma expertise.

Task Force on Strategy

The Chairperson noted that the Executive had commenced work on strategic planning for the IBTS for the next 3 to 5 years. He proposed to set up a Task Force combining some Board members with the Executive Management Team for a short period (3 to 4 months) to work on strategy. The Chairperson proposed that he would chair the task force, Jane O'Brien, Dr Lelia Thornton and Dr Conor McGrane agreed to participate in the task force. Dr Paolo Rebullia agreed to contribute in his area of expertise.

It was confirmed by the CE that the Minister had not yet responded to the presentation on cost saving measures.

4. Chief Executive's Report

Blood supply

The new advertising campaign had been launched to coincide with Blood for Life Week and World Blood Donor Day and had been well received. The CE noted that because of Euro 2012, the exams season and later in the Summer, the Olympics, there was a concerted effort being made to maintain the blood supply.

The CE noted that platelets usage so far this year was higher than budgeted, but it was expected to drop over the coming months. Red cell usage was 2.4% below budget.

Pension Scheme

The CE had circulated correspondence from the DOH in advance of the meeting. It was agreed that when the Board was fully constituted, a briefing from the Scheme Actuaries and the IBTS legal advisor on pensions would be arranged. The CE noted that the unions were seeking an exemption from the Minister for Public Expenditure and Reform, Brendan Howlin TD, under section 8 of the FEMPI (no. 1) Act.

The CE has sought legal advice on the correspondence from the DOH. In discussion with the unions, integration has been raised with them. The CE also noted that staff members are pursuing cases with the Pensions Ombudsman. The CE added that there was correspondence from the Pensions Ombudsman to the Chair of the Trustees that a decision on these cases was due shortly.

The CE proposes to use some real, anonymised examples to illustrate the impact of the IBTS proposals in response to the DOH correspondence. It was further agreed that there would be an interim letter sent to the DOH, pointing out that the Board was not fully constituted, the IBTS is seeking legal advice on the correspondence and ask the DOH to be specific about the clarification sought.

Quality

The Electronic Ordering System is working in all hospitals and has been well received. The IMB carried out an inspection of D'Olier Street clinic – there were no issues.

HR

The HSE tender for transport services has closed and the final decision on award of contract is due shortly.

Laboratory services

Monday 25th June is the go live date for the transfer of virology to the NBC. The CE confirmed that the dark site option in Cork was no longer necessary as the contingency with Scotland was in place and was being tested today. Four redeployments have been offered by CUH.

ICT

The CE briefed the Board on progress with the purchase of a new Blood Establishment Computer system and the role of the Peer Review Group in the process. The CE estimated completion of phase 1 in Q4, 2013, with the completion of phase 2 in 2014. The outsourcing of hardware hosting has not yet been decided and this would have an impact on the completion timelines. Given the scale and criticality of the project, the Chairperson asked for a specific briefing at every Board meeting.

The CE confirmed that the executive were working a balanced score card, which would inform the strategic planning process. It was agreed that the EMT would brief the Board on the restructuring proposals, when a full Board was appointed.

5. Presentation on Annual Financial Statements year ending 31st December 2011 and update on year to date

The Director of Finance gave a presentation on the financial statements for the year ending 31st December and an update on the accounts for the year to date. The Director of Finance confirmed that a draft management letter had been received from the C&AGs. It was also noted that the Audit & Compliance Committee would have to be appointed by the Board to approve the financial statements. It was requested that the year to date part of the presentation be circulated to the Board members by email, this was agreed.

In relation to Activity Based Costing, it was agreed that the CE and the Director of Finance would examine the impact on customers of implementing this and also look at what would be a realistic timeframe.

6. Cost saving measures

The CE confirmed that the transfer of virology to the NBC on Monday is going ahead and that the second archive will be discontinued.

7. Minutes

The Chairperson requested that the agenda be amended for future Board meetings to include not just a sign off on historic subcommittee minutes, but that a report from the most recent meeting of the sub-committees be itemised on the agenda. This was agreed.

The Chairperson also asked that a review of the Risk Registers be included on the agenda and that they be circulated to the Board in advance of the next Board meeting and that the Executive would give some thought as to how the Board could engage on the Risk Registers. The Chairperson also added that he would like to see strategy feature as a regular agenda item.

8. Minutes of the MAC meeting of 16th April

The minutes were taken as read. Dr Thornton briefed the Board on issues discussed at the MAC meeting today. The suspension of venous haemacue in the haemoglobin project was discussed. Dr Franklin briefed the Board on the introduction of WNV testing, developments with Hepatitis E in France and vCJD. Dr Thornton invited the Chairperson to meet the MAC at its next meeting and he agreed to do so.

9. Audit & Compliance Committee meeting of 8th May

The minutes were taken as read. Jane O'Brien briefed the Board on the main issue for discussion at the last A&C Committee meeting, which was the review of Quality and the importance of the data collected, particularly in relation to benchmarking with other blood services and developing KPIs for Quality.

10. Finance Committee Meeting of 10th May

As there were no longer any Board members who served on this Committee, the CE briefed the Board on the two main issues discussed at the meeting, these were in relation to Treasury policy and amending the bank mandate regarding certain bank accounts.

11. Date of next meeting

The next meeting of the Board will take place on **Monday 23rd July at 1pm** in the **National Blood Centre**.

Signed: _____

Date: _____